

# UNIVERSITY OF TORONTO CALENDAR



LIBRARY SCHOOL  
ONTARIO COLLEGE OF EDUCATION  
1941-1942



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THE UNIVERSITY OF TORONTO PRESS  
1941

## CALENDAR 1941-1942

### MICHAELMAS TERM

- 1941—Sept. 23 Tuesday.....Academic year begins at 9 a.m.  
Sept. 23 Tuesday.....Enrolment in classes for the Session 1941-1942.  
Sept. 24 Wednesday...Lectures begin at 9 a.m.  
Sept. 24 Wednesday...The opening address by the President to the students of all the faculties at 4.15 p.m. in Convocation Hall.  
Oct. 2 Thursday....Meeting of Council.  
Oct. 27 Monday.....Meeting of Staff.  
Nov. 6 Thursday....Meeting of Council.  
Nov. 11 Tuesday.....Remembrance Day. Service at the Soldiers' Tower at 11 a.m.  
Dec. 4 Thursday....Meeting of Council.  
Dec. 19 Friday.....Last day of lectures.  
1942—Jan. 5 Monday.....Lectures begin at 9 a.m.  
Jan. 8 Thursday....Meeting of Council.  
Jan. 19 Monday.....Term examinations begin.

### EASTER TERM

- Jan. 26 Monday.....Easter term begins. Lectures commence at 9 a.m.  
Feb. 5 Thursday....Meeting of Council.  
Mar. 2 Monday.....Meeting of Staff.  
Mar. 5 Thursday....Meeting of Council.  
Apr. 2 Thursday....Meeting of Council.  
Apr. 3-6 Friday-Monday...Easter vacation.  
June 4 University Commencement.

1941

## CALENDAR

1941

## JANUARY

Sun. . 5 12 19 26  
 Mon. . 6 13 20 27  
 Tues. . 7 14 21 28  
 Wed. 1 8 15 22 29  
 Thurs. 2 9 16 23 30  
 Fri. 3 10 17 24 31  
 Sat. 4 11 18 25 ..

## FEBRUARY

Sun. . 2 9 16 23  
 Mon. . 3 10 17 24  
 Tues. . 4 11 18 25  
 Wed. . 5 12 19 26  
 Thurs. . 6 13 20 27  
 Fri. . 7 14 21 28  
 Sat. 1 8 15 22 ..

## MARCH

Sun. 2 9 16 23 30  
 Mon. 3 10 17 24 31  
 Tues. 4 11 18 25 ..  
 Wed. 5 12 19 26 ..  
 Thurs. 6 13 20 27 ..  
 Fri. 7 14 21 28 ..  
 Sat. 1 8 15 22 29 ..

## APRIL

Sun. . 6 13 20 27  
 Mon. . 7 14 21 28  
 Tues. 1 8 15 22 29  
 Wed. 2 9 16 23 30  
 Thurs. 3 10 17 24 ..  
 Fri. 4 11 18 25 ..  
 Sat. 5 12 19 26 ..

## MAY

Sun. . 4 11 18 25  
 Mon. . 5 12 19 26  
 Tues. . 6 13 20 27  
 Wed. . 7 14 21 28  
 Thurs. 1 8 15 22 29  
 Fri. 2 9 16 23 30  
 Sat. 3 10 17 24 31

## JUNE

Sun. 1 8 15 22 29  
 Mon. 2 9 16 23 30  
 Tues. 3 10 17 24 ..  
 Wed. 4 11 18 25 ..  
 Thurs. 5 12 19 26 ..  
 Fri. 6 13 20 27 ..  
 Sat. 7 14 21 28 ..

## JULY

Sun. . 6 13 20 27  
 Mon. . 7 14 21 28  
 Tues. 1 8 15 22 29  
 Wed. 2 9 16 23 30  
 Thurs. 3 10 17 24 31  
 Fri. 4 11 18 25 ..  
 Sat. 5 12 19 26 ..

## AUGUST

Sun. 3 10 17 24 31  
 Mon. 4 11 18 25 ..  
 Tues. 5 12 19 26 ..  
 Wed. 6 13 20 27 ..  
 Thurs. 7 14 21 28 ..  
 Fri. 1 8 15 22 29 ..  
 Sat. 2 9 16 23 30 ..

## SEPTEMBER

Sun. . 7 14 21 28  
 Mon. 1 8 15 22 29  
 Tues. 2 9 16 23 30  
 Wed. 3 10 17 24 ..  
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1942

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# ADMINISTRATIVE OFFICERS

## THE UNIVERSITY

|                                                             |                                                                      |
|-------------------------------------------------------------|----------------------------------------------------------------------|
| <i>President</i> . . . . .                                  | THE HON. AND REV. H. J. CODY, M.A., D.D., LL.D., D.C.L.,<br>F.R.S.C. |
| <i>Registrar</i> . . . . .                                  | ARTHUR BERTRAM FENNELL, M.C., M.A.                                   |
| <i>Bursar</i> . . . . .                                     | C. E. HIGGINBOTTOM                                                   |
| <i>Librarian</i> . . . . .                                  | WILLIAM STEWART WALLACE, M.A., F.R.S.C.                              |
| <i>Superintendent of Buildings and Grounds</i> . . .        | ARTHUR D'ORR LE PAN, B.A.Sc.                                         |
| <i>Director of University Extension and Publicity</i>       | WILLIAM JAMES DUNLOP, B.A., B.PAED.                                  |
| <i>Warden of Hart House</i> . . . . .                       | JOHN BURGON BICKERSTETH, M.C., M.A.                                  |
| <i>Director of University Health Service</i> . . . . .      | GEORGE DANA PORTER, M.B.                                             |
| <i>Medical Adviser for Women Students</i> . . . . .         | JEAN F. DAVEY, B.A., M.D.                                            |
| <i>Manager of the University of Toronto Press</i> . . . . . | A. GORDON BURNS, B.A.                                                |

## LIBRARY SCHOOL

### ONTARIO COLLEGE OF EDUCATION

|                            |                                                                      |
|----------------------------|----------------------------------------------------------------------|
| <i>President</i> . . . . . | THE HON. AND REV. H. J. CODY, M.A., D.D., LL.D., D.C.L.,<br>F.R.S.C. |
| <i>Dean</i> . . . . .      | J. G. ALTHOUSE, M.A., D.PAED.                                        |
| <i>Director</i> . . . . .  | WINIFRED G. BARNSTEAD, B.A.                                          |

## MEMBERS OF THE STAFF OF THE LIBRARY SCHOOL

|                                                   |                                                                         |
|---------------------------------------------------|-------------------------------------------------------------------------|
| WINIFRED G. BARNSTEAD, B.A. . . . .               | <i>Director</i>                                                         |
| BERTHA BASSAM, B.A. . . . .                       | <i>Assistant Professor of Library Science</i>                           |
| MARY E. SILVERTHORN, B.A., M.A. (Library Science) | <i>Assistant Professor of Library Science</i>                           |
| MARGARET M. B. DAVIDSON, B.A., B.L.S. . . . .     | <i>Lecturer in Library Science</i>                                      |
| E. MARGARET FAIRCLOTH, B.A., B.L.S. . . . .       | <i>Reviser in Library Science</i>                                       |
| JEAN MERCHANT . . . . .                           | <i>Instructor in School Libraries</i>                                   |
|                                                   | <i>Librarian, Normal School, Toronto.</i>                               |
| ANGUS MOWAT, M.A. . . . .                         | <i>Instructor in Administration</i>                                     |
|                                                   | <i>Inspector of Public Libraries, Department of Education, Toronto.</i> |
| M. EDNA M. POOLE, B.A. . . . .                    | <i>Instructor in Special Libraries</i>                                  |
|                                                   | <i>Librarian, Academy of Medicine, Toronto.</i>                         |
| C. R. SANDERSON, B.Sc., M.A. . . . .              | <i>Instructor in Circulation of Books</i>                               |
|                                                   | <i>Chief Librarian, Public Library, Toronto.</i>                        |
| LILLIAN H. SMITH, B.A., B.S. IN L.S.              | <i>Instructor in Work with Boys and Girls</i>                           |
|                                                   | <i>Chief, Boys and Girls Division, Public Library, Toronto.</i>         |
| FRANCES TROTTER, B.A. . . . .                     | <i>Instructor in Story-Telling</i>                                      |
|                                                   | <i>Boys and Girls Division, Public Library, Toronto.</i>                |
| WILLIAM STEWART WALLACE, M.A., F.R.S.C.           | <i>Instructor in College and University Libraries</i>                   |
|                                                   | <i>Librarian, University of Toronto.</i>                                |

## SPECIAL LECTURERS

Arrangements are made each term for special lectures to be given by members of the Staff of the University and visiting librarians. During the session 1940-41 the lecturers were as follows:

|                                           |                                                                                                 |
|-------------------------------------------|-------------------------------------------------------------------------------------------------|
| G. S. BRETT, M.A.....                     | <i>Dean, School of Graduate Studies</i>                                                         |
| HUGH C. GOURLAY, M.A.....                 | <i>Librarian, Public Library, Edmonton, Alta.</i>                                               |
| AIMEE M. KENNEDY.....                     | <i>Librarian, Public Library, Kingston</i>                                                      |
| E. COCKBURN KYTE.....                     | <i>Librarian, Queen's University</i>                                                            |
| FRED LANDON, M.A.....                     | <i>Librarian, University of Western Ontario</i>                                                 |
| ELIZABETH LONG, M.A.....                  | <i>Talks Department of the National Programme<br/>Office, Canadian Broadcasting Corporation</i> |
| JOHN ADAMS LOWE, M.A.....                 | <i>Director, Public Library, Rochester</i>                                                      |
| ANNETTE MARSH, A.R.C.A. Lond.....         | <i>Lecturer in Art</i>                                                                          |
| E. J. PRATT, M.A., PH.D., F.R.S.C.....    | <i>Professor of English</i>                                                                     |
| F. H. WALTER, M.A., D. DE L'U. PARIS..... | <i>Associate Professor of French</i>                                                            |

NOTE:—Communications relating to standing, curricula, instruction and examinations in the Library School are to be addressed to the Director, Library School, Ontario College of Education, University of Toronto.

## LIBRARY SCHOOL

### ONTARIO COLLEGE OF EDUCATION

The Library School offers to graduates of approved Universities a one-year course leading to the degree of Bachelor of Library Science. To non-graduates whose academic standing fulfils the requirements of clause (e) in "Conditions of Admission", the Library School offers a course leading to a University diploma. Candidates who secure either the degree in Library Science or the University diploma may be awarded a Librarian's certificate by the Minister of Education.

In 1911 a short course in library training was established by the Minister of Education for Ontario under the directorship of the Inspector of Public Libraries. In 1916 the Ontario Library School was instituted, with a three months' intensive training in library methods. This School continued until 1927, and its students numbering approximately 375 are in library positions in every province of the Dominion. In February, 1928, the Minister of Education, in order to meet the demand for a more extensive training for librarians, announced his intention of establishing a course of instruction extending throughout the academic year. In pursuance of that intention the Library School was organized, and for purposes of administration is attached to the Ontario College of Education, University of Toronto. The fourteenth session will open September 23rd, 1941.

### QUARTERS

Provision has been made for ample quarters in the buildings of the Ontario College of Education, consisting of study rooms, where each student is assigned an individual desk, a lecture room seating 50 students, with lantern equipment, a typing room, and offices for the staff. The library of the Ontario College of Education is available for the use of the students. There is also a school collection of general reference works and of books to illustrate the problems of cataloguing and classification.

### STAFF

The full-time members of the Staff will be assisted by part-time instructors, who are engaged in practical library work, and are therefore familiar with the various problems which call for solution in actual experience.

### PRACTICE WORK

The close connection of the Library School with the University and Colleges and with the Public Library of Toronto affords a full opportunity for laboratory work. The Reference Library of Toronto, together with the

## 8 LIBRARY SCHOOL, ONTARIO COLLEGE OF EDUCATION

University and College libraries, is open to the students of the Library School for reference problems and practice. Arrangements have been made with the Board of the Toronto Public Library for practice work in the libraries of the city during a part of each week of the second term. In addition, each student will devote two continuous weeks to such practice work. An opportunity to practice in other libraries may be afforded students willing to undertake such practice.

### CONDITIONS OF ADMISSION

Applicants for admission to the course leading to the degree of Bachelor of Library Science and applicants for admission to the course for the University diploma should make application to the Director of the Library School on a form to be obtained from the Library School and should submit in each case with the applications:

(a) A certificate that the applicant will be at least 18 years of age before the course begins.

(b) A certificate from a clergyman or other competent authority that he is of good moral character.

(c) A certificate from a duly-qualified medical practitioner that for the purposes of this certificate he has made a careful examination of the applicant and certifies as follows: (i) that he is free from heart disease or any other serious organic affection; (ii) that he is free from pulmonary affection, defective hearing, seriously defective eyesight, or abnormal conditions of appearance which would interfere with his work as a librarian; and (iii) that in other respects he is physically fit for the work of a librarian.

(d) For admission to the course leading to the degree of Bachelor of Library Science evidence of graduation from a University, after a regular University course approved as to entrance requirements and as to content of the undergraduate courses.

(e) For admission to the course for the University diploma: the Ontario Secondary School Graduation Diploma in the General Course, and the Ontario Grade XIII certificate, or equivalent certificate, covering five subjects selected as follows:

ENGLISH

HISTORY

Three of the following group, of which one shall be a language:

FRENCH

LATIN

GERMAN

GREEK

ITALIAN or SPANISH

MATHEMATICS (two of Algebra, Geometry, Trigonometry)

SCIENCE (Chemistry and Physics)

SCIENCE (Botany and Zoology)

MUSIC

A certificate of complete First Year University standing or a certificate of standing equivalent to Ontario Honour Matriculation may be accepted in lieu of the Honour Matriculation requirements.

(f) Applicants for admission to the course for the University diploma shall present: (i) the Ontario Secondary School Graduation Diploma, and the Ontario Grade XIII certificate or equivalent certificates as specified above in (e); (ii) evidence of at least one year's successful experience in an approved library; (iii) a statement from the Board of the library in which the applicant is employed, granting leave of absence to attend the Library School.

(g) Applicants with a certificate of graduation from an approved University are required to submit before registration evidence of at least two weeks' practice under supervision in an approved library.

(h) Graduates of the Library School previous to 1937 may qualify for the degree of Bachelor of Library Science: (i) by presenting evidence of graduation from a university after a regular university course approved as to entrance requirements and as to content of the undergraduate courses; (ii) by presenting evidence of one year's experience in library work; (iii) by completing at the Library School a course of lectures, prescribed by the staff and involving a practical project or a written examination. The following courses will be given in a summer session from July 2nd to 15th, 1941, providing that there are sufficient applications for them: Work with Boys and Girls and Story-Telling; Special Reference problems. With the approval of the staff of the Library School and under conditions to be defined by that staff, the candidate may substitute for (iii) above, a practical project in a subject approved by the staff.

Applications for admission to the course for the University diploma from those who cannot comply with the educational requirements specified above in (e) but who had had at least one year's successful experience in an approved library in Ontario before the establishment of the Library School in 1928, will be received and considered on their merits as individual applications.

The applications for admission of those who are thirty-five years of age and over will be considered favourably only when they submit evidence of special educational qualifications or of long and successful library experience.

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Subject to conditions to be determined from time to time, applicants who are not candidates for certificates as librarians may be admitted to special parts or subjects of the course.

By order of the Board of Governors, every candidate for admission must submit a certificate of successful vaccination with his or her application.

Facility in the use of the typewriter is an essential part of a librarian's equipment. Students are required to do much of their class work on the typewriter and accepted candidates must acquire a knowledge of the typewriter before entering the School.

A broad academic education is a good preparation for a library course. Such subjects as literature, history, economics, psychology, the sciences, and foreign languages are important. A reading knowledge of French and German, and some knowledge of Latin is highly desirable. Increasing opportunities are developing for students who in addition to their library course have a specialized knowledge of various subjects, and for this purpose Honour Courses in History, English, the Sciences and Modern Languages are recommended.

### UNIVERSITY HEALTH SERVICE

The University Health Service, for both men and women students, conducts the medical examination of each student to determine his physical condition. Should the findings at the initial examination reveal any condition which requires the opinion of a specialist, the student will be examined by a consultant. Should the examination disclose evidence of a condition for which medical treatment is indicated, the student will be advised to consult his family physician or other doctor of his own choice. Should the examination reveal any postural defect or other condition for which special exercises are considered advisable, arrangements for them will be made by co-operation between the Health Service and the Director of Physical Education.

Any student may consult the University Health Service for medical advice during stated hours. Any student who has a minor ailment, or who is taken ill, or is injured on the University grounds or premises, or who is injured during University athletic games or sports, will be given advice, and, if necessary, first aid treatment.

### FEEES

(a) The tuition fee for the course which includes also the examination fee is \$75.00 or in case of partial courses \$10.00 per subject, except for students provided for under (b).

(b) For all students (1) who have not attended an Ontario Secondary School for at least two years, or (2) whose home address as recorded on the

register of the University from which they graduated is outside the Province of Ontario, the tuition fee for the course which includes also the examination fee is \$150.00 or in case of partial courses \$20.00 per subject.

(c) The fee for examinations when the examinations are taken by candidates not in attendance is \$2.00 for each subject of the course.

(d) The fee for the degree is \$10.00.

(e) A library deposit of \$2.00, an athletic fee of \$3.00, and a fee for health service \$5.00 shall be required of all students. Students as members of the Students' Administrative Councils and the male students as members of Hart House shall pay the fees required for such membership.

All fees shall be paid to the Bursar with the application for registration or examination, as the case may be. Students shall not be admitted to any lectures or laboratory classes in the second term who have not paid the fees due in the first term.

Students should allow approximately \$35.00 for text books and supplies.

The tuition fee for the summer course for graduates of the Library School previous to 1937 who are entitled to qualify for the degree of Bachelor of Library Science, is \$10.00.

## SESSION

The Session will open on the last Tuesday in September and close on June 4th, with such vacations and holidays as obtain in University courses.

## DUTIES OF STUDENTS

Students whose attendance, or progress in the School proves unsatisfactory may be required by the Director to discontinue the training.

## EXAMINATIONS AND CERTIFICATES

The standing of each student in each subject will be determined by the combined results of the sessional tests (if any) and the final tests. To secure credit in any subject or in practice work the student must obtain 50% of the maximum of marks assigned to that subject or to practice work, as the case may be.

The Minister of Education for Ontario may on the recommendation of the Examiners award a Librarian's certificate to the candidate who, having complied with the other required conditions, has secured a credit in the required subjects of the course and in practice work. A candidate who fails to secure a credit in practice work or in more than three subjects must repeat his course of instruction, beginning with the second term. A candidate who secures a credit in practice work, but who fails to secure a credit in not more than three subjects, may be awarded a Librarian's certificate without further attendance, on completing the final examinations in the subjects in which he failed.

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### DEGREES, DIPLOMAS

Successful candidates in the Degree Course will be granted the degree of Bachelor of Library Science and may be awarded Librarians' certificates by the Minister of Education.

Successful candidates in the Diploma Course who are awarded Librarians' certificates by the Minister of Education will be awarded University diplomas.

### COURSE LEADING TO THE DEGREE OF BACHELOR OF LIBRARY SCIENCE

#### SUBJECTS

(a) Obligatory subjects: Administration, Book Selection, Canadian Literature, Reference Work and Bibliography, Cataloguing, Classification, Records and Methods of Procedure, Contact with Readers and Advisory Work, Work with Boys and Girls.

(b) Elective subjects: College and University Libraries, \*Bibliography 2, \*Cataloguing 2, History of Printing, School Libraries, Special Libraries, Work with Boys and Girls, Story-Telling.

Candidates for the degree of Bachelor of Library Science must take at least one of the elective subjects in addition to the obligatory subjects.

#### DETAILS OF SUBJECTS

**ADMINISTRATION OF LIBRARIES.** Organization of library service with a survey of various types of libraries; library architecture; library equipment; library legislation and provincial relations; library finance and maintenance; secretarial work and accounts; library publicity; community survey and study; personnel considerations; professional associations and modern tendencies in library service. Lectures and reports. Miss Barnstead, Mr. Mowat and special lecturers.

**BOOK SELECTION.** Study of the principles and practice of book selection by lectures and discussions; includes the reading and discussion of representative books in the various classes of literature, arts, and sciences; a survey of periodicals in these fields; practice in the writing of book reviews, annotations and radio book talks; a study of the reading interests of adolescents. Miss Silverthorn and special lecturers.

**CANADIAN LITERATURE.** A survey of Canadian literature, including books on history and economics, poetry, fiction and periodicals, prefaced by an account of the existing bibliographical aids and their use. Second term. Mr. Wallace.

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\*These courses are offered in alternate years. Bibliography 2 will be offered in 1941-42.

**REFERENCE WORK, BIBLIOGRAPHY 1.** A study of the standard works of reference, encyclopaedias, dictionaries, indexes to periodicals and reference books on special subjects. Problems in the use of books are given followed by discussion in class. The administration of a Reference Division for a large library is considered. Lectures and problems on the acquisition, arrangement and use of government documents. Examination of subject bibliographies with practice in the compilation of annotated reading lists. Miss Barnstead.

Text: Mudge. A new guide to reference books.

**BIBLIOGRAPHY 2.** Lectures and discussions on bibliographies considered from their authority, date, scope, arrangement and use in different types of libraries. Practice in the compilation of a subject bibliography. Also a brief course designed to give the student a working knowledge of Canadian, English, American and foreign trade publications. Second term. Miss Barnstead. (Elective).

**CATALOGUING 1.** A survey of the various printed catalogues is followed by a study of the principles and methods of cataloguing. The organization and equipment of a cataloguing department is considered. Practice is given in the making of a dictionary card catalogue, the ordering and use of Library of Congress printed cards and the making of an index. Miss Bassam.

Text: American Library Association. Catalog rules.

**CATALOGUING 2.** This is a continuation of Cataloguing 1, and offers further study in cataloguing problems and in bibliographical aids, including trade publications. These will be dealt with in lectures, assigned problems and group discussion. Second term. Miss Bassam. (Elective).

**CLASSIFICATION.** A study of the principles of book classification and the assignment of subject entries to books. The Dewey Decimal classification is used for detailed study and practical problems. The Library of Congress classification and other systems now in use are discussed. Practice is given through the classification of selected books for which subjects are assigned. Miss Bassam.

Texts: Dewey. Decimal classification. Sears. List of subject headings.

**RECORDS AND METHODS OF PROCEDURE.** Records and routine processes involved in the preparation of books for the shelves, including accession and shelf-list records, book numbering, filing, withdrawals; registration and charging systems and other processes involved in the circulation of the book. Miss Davidson.

**CONTACT WITH READERS AND ADVISORY WORK.** A study of problems connected with the circulation of books in a public library, including methods of contact with readers, advisory work with individuals and groups, evaluation of books and book talks. Mr. Sanderson.

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**WORK WITH BOYS AND GIRLS: BOOK SELECTION.** An introductory course to familiarize all students with the field of children's literature. Selected books representing children's reading interests are discussed and standards of critical evaluation are defined. Lectures and required reading. First term. Miss Smith.

**WORK WITH BOYS AND GIRLS: ADMINISTRATION.** How the Boys' and Girls' Library is organized; individual and group technique for introducing books to boys and girls; recording reading preferences; extension work with schools, settlements, etc.; observation reports. First term. Miss Smith. (Elective).

**WORK WITH BOYS AND GIRLS: BOOK SELECTION.** A seminar course for a comparative study of epic and romance and the evaluation of other basic literature; includes a study of editions and practice in making subject lists. Second term. Miss Smith. (Elective).

Text: Toronto Public Library. Books for boys and girls.

**STORY-TELLING.** The application of the principles underlying the art of story-telling to the selection and presentation of stories. Sources for stories with special reference to traditional material including folk tales, myths and epic heroes. Story-telling practice in the Boys' and Girls' libraries. Second term. Miss Trotter. (Elective).

**COLLEGE AND UNIVERSITY LIBRARIES.** A special course of five lectures outlining the problems peculiar to College and University libraries, with observation and practice periods in the University Library. First term. Mr. Wallace. (Elective).

**HISTORY OF PRINTING.** A course of lectures on the evolution of the book; the art of bookbinding; book illustrations; the origin of printing and famous printing presses, modern printing, proof-reading, and visits to printing establishments. First term. Miss Bassam. (Elective).

**SCHOOL LIBRARIES: ADMINISTRATION.** The organization, equipment and administration of libraries in schools with particular emphasis on the development of the modern high school library; a course including school law regarding libraries; the relation of the library to the school programme; problems of co-operation between the school and the public library; lessons in the use of books. First term. Miss Merchant. (Elective).

**SCHOOL LIBRARIES: BOOK SELECTION.** The principles of book selection for high school libraries and the study and evaluation of literature correlating with subjects covered by the course of studies. Second term. Miss Silverthorn. (Elective).

**SPECIAL LIBRARIES.** This course will consist of lectures on the organization, equipment and administration of special libraries (including business, technical, scientific and professional libraries), followed by instruction on the practical methods employed in the various types of special libraries, with particular reference to problems not usually associated with general library work. Second term. Miss Poole. (Elective).

## COURSE LEADING TO THE UNIVERSITY DIPLOMA

### SUBJECTS

(a) Obligatory subjects: Administration, Book Selection, Canadian Literature, Reference Work and Bibliography, Cataloguing, Classification, Records and Methods of Procedure, Contact with Readers and Advisory Work, Work with Boys and Girls.

(b) Elective subjects: History of Printing, School Libraries, Special Libraries, Work with Boys and Girls, Story-telling.

Candidates for the University diploma must take at least one of the elective subjects in addition to the obligatory subjects.

### DETAILS OF SUBJECTS

**ADMINISTRATION OF LIBRARIES.** Organization of library service with a survey of various types of libraries; library architecture; library equipment; library legislation and provincial relations; library finance and maintenance; secretarial work and accounts; library publicity; community survey and study; personnel considerations; professional associations and modern tendencies in library service. Lectures and reports. Miss Barnstead, Mr. Mowat and special lecturers.

**BOOK SELECTION.** Study of the principles and practice of book selection by lectures and discussions; includes the reading and discussion of representative books in the various classes of literature, arts and sciences; a survey of periodicals in these fields; practice in the writing of book reviews, annotations and radio book talks; a study of the reading interests of adolescents. Miss Silverthorn and special lecturers.

**CANADIAN LITERATURE.** A survey of Canadian literature, including books on history and economics, poetry, fiction and periodicals, prefaced by an account of the existing bibliographical aids and their use. Second term. Mr. Wallace.

**REFERENCE WORK, BIBLIOGRAPHY.** A study of the standard works of reference, encyclopaedias, dictionaries, indexes to periodicals and essential books of reference on special subjects. Emphasis is placed on the selection and use of reference tools for a small library. The acquisition, arrangement and use of government documents is discussed. Practice is given in the compilation of annotated reading lists. Problems in the use of books are given, followed by discussion in class. Miss Barnstead.

Text: Mudge. A new guide to reference books.

**CATALOGUING.** A survey of the various printed catalogues is followed by a study of the principles and methods of cataloguing. Emphasis is put upon the simplified or short form method of cataloguing. Practice is given in the making of a dictionary card catalogue, the ordering and use of Library of Congress printed cards and the making of an index. Miss Bassam.

Text: American Library Association. Catalog rules.

## 16 LIBRARY SCHOOL, ONTARIO COLLEGE OF EDUCATION

**CLASSIFICATION.** A study of the principles of book classification and the assignment of subject entries to books. The Dewey Decimal classification is used for detailed study and practical problems. Practice is given through the classification of selected books for which subjects are assigned. Miss Bassam.

Texts: Dewey. Decimal classification. Sears. List of subject headings.

**RECORDS AND METHODS OF PROCEDURE.** Records and routine processes involved in the preparation of books for the shelves, including accession and shelf-list records, book numbering, filing, withdrawals; registration and charging systems and other processes involved in the circulation of the book. Miss Davidson.

**CONTACT WITH READERS AND ADVISORY WORK.** A study of problems connected with the circulation of books in a public library, including methods of contact with readers, advisory work with individuals and groups, evaluation of books and book talks. Mr. Sanderson.

**WORK WITH BOYS AND GIRLS: BOOK SELECTION.** An introductory course to familiarize all students with the field of children's literature. Selected books representing children's reading interests are discussed and standards of critical evaluation are defined. Lectures and required reading. First term. Miss Smith.

**WORK WITH BOYS AND GIRLS: ADMINISTRATION.** How the Boys' and Girls' Library is organized; individual and group technique for introducing books to boys and girls; recording reading preferences; extension work with schools, settlements, etc.; observation reports. First term. Miss Smith. (Elective).

**WORK WITH BOYS AND GIRLS: BOOK SELECTION.** The evaluation of basic literature; includes a study of editions and practice in making subject lists. Second term. Miss Smith. (Elective).

Text: Toronto Public Library. Books for boys and girls.

**STORY-TELLING.** The application of the principles underlying the art of story-telling to the selection and presentation of stories. Emphasis on the practical problems of story-telling. Story-telling practice in the Boys' and Girls' libraries. Second term. Miss Trotter. (Elective).

**HISTORY OF PRINTING.** A course of lectures on the evolution of the book; the art of bookbinding; book illustrations; the origin of printing and famous printing presses, modern printing, proof-reading, and visits to printing establishments. First term. Miss Bassam. (Elective).

**SCHOOL LIBRARIES: ADMINISTRATION.** The organization, equipment and administration of libraries in schools; a course including school law regarding libraries; the relation of the library to the school programme; lessons in the use of books. First term. Miss Merchant. (Elective).

**SCHOOL LIBRARIES: BOOK SELECTION.** The principles of book selection for high school libraries and the study and evaluation of literature correlating with subjects covered by the course of studies. Second term. Miss Silverthorn. (Elective).

**SPECIAL LIBRARIES.** This course will consist of lectures on the organization, equipment and administration of special libraries (including business, technical, scientific and professional libraries), followed by instruction on the practical methods employed in the various types of special libraries, with particular reference to problems not usually associated with general library work. Second term. Miss Poole. (Elective).

## SUMMARY OF COURSE OF STUDY

## FIRST TERM

|                                             | HOURS |
|---------------------------------------------|-------|
| Administration.....                         | 1     |
| Book Selection.....                         | 5     |
| Reference Work and Bibliography.....        | 2     |
| Cataloguing and Classification.....         | 3     |
| Records and Methods of Procedure.....       | 1     |
| Contact with Readers and Advisory Work..... | 1     |
| Work with Boys and Girls.....               | 1     |
|                                             | <hr/> |
|                                             | 14    |

## ELECTIVE

|                                       |   |
|---------------------------------------|---|
| Work with Boys and Girls.....         | 1 |
| College and University Libraries..... | 1 |
| School Libraries.....                 | 1 |
| History of Printing.....              | 1 |

## SECOND TERM

|                                      |       |
|--------------------------------------|-------|
| Administration.....                  | 2     |
| Book Selection.....                  | 4     |
| Canadian Literature.....             | 1     |
| Reference Work and Bibliography..... | 2     |
| Cataloguing and Classification.....  | 3     |
| Practice Work.....                   | 2     |
|                                      | <hr/> |
|                                      | 14    |

## ELECTIVE

|                               |   |
|-------------------------------|---|
| Work with Boys and Girls..... | 1 |
| Story-telling.....            | 1 |
| Special Libraries.....        | 1 |
| School Libraries.....         | 1 |
| *Bibliography 2.....          | 1 |
| *Cataloguing 2.....           | 1 |

\*These courses are offered in alternate years. Bibliography 2 will be offered in 1941-42.







The University of Toronto issues the following official calendars and curricula, any one of which may be had on application to the Registrar of the University or to the Secretary of the Faculty respecting which information is sought:

## CALENDARS

Admission Requirements and Scholarships  
Faculty of Arts  
Faculty of Medicine  
Faculty of Applied Science and Engineering  
Faculty of Household Science  
Ontario College of Education  
Library School  
Faculty of Forestry  
Faculty of Music  
School of Graduate Studies  
Faculty of Dentistry  
School of Law  
Physical and Health Education  
School of Social Work  
School of Nursing  
School of Hygiene

## CURRICULA

Pharmacy, Agriculture, Veterinary Science  
University Extension—  
Summer Session, Occupational Therapy,  
Physiotherapy, Aerial Navigation, Business.